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LOGISTICS OFFICE

Movement Plan for Transferring the Agency Record Center from [redacted] 25X1A6a

1. PURPOSE

It is the purpose of this plan to delineate responsibilities and outline in detail the procedures to be followed in accomplishing the transfer of the Agency Record Center from its present location at [redacted] 25X1A6a to its proposed location at the [redacted] 25X1A6a 25X1A6a

2. ESTIMATE OF MATERIAL TO BE MOVED

a. The Record Center Warehouse at [redacted] contains approximately 664,155 pounds of material scheduled for transfer to [redacted] broken down as follows: 25X1A6a 25X1A6a

(1) 18,000 boxes of records, approximately one cubic foot in size and with an average weight of 31 pounds.....558,000 lbs.

(2) 387 sections of steel shelving, with an average weight of 315 pounds per section.....121,905 lbs.

(3) Total to be moved.....679,905 lbs.

b. Office equipment and furnishings now located at the [redacted] 25X1A6a Warehouse are not being considered as a part of this move since they will be returned to the [redacted] separately, and new furnishings will be shipped from there to [redacted] 25X1A6a 25X1A6a

3. TIME FACTORS INVOLVED

a. The Management Staff, DD/A, has requested that the Record Center be moved during the month of February 1955, and in such a manner that there will be no interruption in the service being performed by the Center. This can only be accomplished by shipping the records in relatively small increments, thus enabling the Record Center to operate simultaneously, both at [redacted] 25X1A6a Using this method, records can be made available for use at [redacted] on 25X1A6a the same day they are shipped from [redacted] 25X1A6a

b. This integrity of operation can be accomplished by moving 50 pallet-loads of records each day over a period of 20 days, and will require the use of approximately two vehicles per day.

c. The estimated turnaround time for trucks or tractor-trailers

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

25X1A6a

4. EQUIPMENT AND PERSONNEL REQUIREMENTS

a. Vehicles

Assignment of specific vehicles will be left to the discretion of the Transportation Division, based on a requirement that 50 pallet-loads of records be moved daily.

b. Materials Handling Equipment

(1) One Forklift at [redacted] 25X1A6a

(2) One Forklift at [redacted] 25X1A6a

c. Other Special Equipment

200 Pallets with 3 sides.

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

d. Labor

(1) For handling records and shelving:

(a) One forklift operator and 5 laborers at [redacted] 25X1A6a

(b) One forklift operator and 6 laborers at [redacted].

(c) Truck drivers as required.

(2) For disconnecting and erecting steel shelving:

(a) Erecting to be accomplished by contract.

(b) Disconnecting of shelving to be accomplished by GSA labor at [redacted] 25X1A6a

5. PROPOSED PROGRESSION OF MOVE

1. Barring unforeseen events which might alter certain phases of the move, it is planned to accomplish the move as follows:

25X1A6a [redacted]

(2) Sufficient vehicles to haul 50 loaded pallets will be made available for loading at [redacted] at 0830 hours. 25X1A6a
One of the vehicles will carry the forklift and forklift operator, which are to be used at [redacted] When all are loaded, 25X1A6a
vehicles will immediately proceed to [redacted] accompanied by a 25X1A6a
representative of the Security Office.

(3) The security escort, with vehicle, will report 25X1A6a
to [redacted] at 1000 hours for the purpose of accompanying 25X1A6a
loaded vehicles to [redacted]

(4) Labor provided by [redacted] for unloading vehicles 25X1A6a
and placing records in proper shelves will report to the 25X1A6a
Record Center Building at [redacted] at 0830 hours.

(5) Actual movement of the records will be in accordance with SCHEDULE A, Enclosure 1.

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

c. Wednesday, 2 February thru Tuesday, 1 March 1955

During each normal workday during this period, the same schedule will be followed as outlined for Tuesday, 1 February, with the exception that no forklift or forklift operator will be transported.

d. Wednesday, 2 March thru Friday, 11 March 1955

(1) Actual movement of shelving will be made in accordance with SCHEDULE B, Enclosure 2.

25X1A6a [redacted]

(3) Personnel at [redacted] will continue to unload vehicles and place shelving in the new Record Center Building until all shelving has been received. 25X1A6a

25X1A6a [redacted]

6. RESPONSIBILITIES IN CONNECTION WITH THE MOVE

a. Specific responsibilities in connection with the proposed move have been coordinated with the various offices concerned and are enumerated herein as a matter of record.

25X1A6a

b. [redacted] is responsible for providing a crew of 5 laborers for the entire period of the move to perform the following work:

(1) Assist in unloading trucks.

(2) Remove records from pallets and place on shelves.

(3) Assist in loading empty pallets on trucks.

(4) Assist in spotting unloaded sections of shelving.

c. The Chief, Supply Division, LO, is responsible for providing:

25X1A6a [redacted] (1) One forklift and forklift operator for use at [redacted] for the entire period of the move.

(2) 200 pallets, with 3 sides, 41 3/4" wide, 33 1/2" deep and 39" high.

d. The Chief, Real Estate and Construction Division, LO, is

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

responsible for providing:

25X1A6a [redacted]

(2) A crew of laborers, one forklift operator and one forklift at [redacted] for the entire period of the move to perform the following work: 25X1A6a

(a) Load pallets with records.

(b) Load pallets on trucks.

(c) Disconnect steel shelving into component sections.

(d) Load steel shelving on trailers.

25X1A6a [redacted]

e. The Chief, Physical Security Division, SO, is responsible for providing a security escort, with vehicle, to accompany trucks transferring records to [redacted] for the entire period of the move. 25X1A6a

f. The Chief, Records Management Division, Management Staff, DD/A, is responsible for supervising the handling of records at 25X1A6a [redacted] for the entire period of the move.

g. The Transportation Division, LO, is responsible for providing the vehicles required for the move and for overall coordination of the various aspects of the move.

7. IMPLEMENTATION

Although it is intended that this plan be followed as closely as possible, there may be occasions when unforeseen circumstances will make strict adherence to planned schedules impractical, or even impossible. Should this occur, the Transportation Division should be notified in order that published schedules can be re-arranged to conform with required changes and promptly disseminated to all concerned.

8. REPORTS

The Chief, Transportation Division, will submit a weekly report to the Chief of Logistics on the progress of the move.

JAMES A. GARRISON
Chief of Logistics

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

25X1A6a

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9

Next 1 Page(s) In Document Exempt

Sanitized - Approved For Release : CIA-RDP70-00211R000100190055-9